

RECRUITMENT, SELECTION & DISCLOSURE POLICY

1 GENERAL

Wellingborough School is committed to ensuring the best possible environment and the safeguarding and promotion of welfare of children and young people in its care and expects all staff (including volunteers) working for, or on behalf of, the School to share in this commitment. For security purposes and in accordance with the guidelines issued by the Department for Education, the School will require all staff to have a current Disclosure and Barring Service clearance with the School.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's Application Form and recruitment process must be directed to the HR Manager.

This is a non-contractual policy and it may be amended from time to time in order to incorporate changes in law or in line with best practice. The Human Resources Department is responsible for ensuring this policy is regularly reviewed by the Senior Leadership Team (SLT) and that key changes are highlighted and communicated to the consultative committees across the School.

2 SCOPE OF THIS POLICY

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2010, staff are defined as "Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer."

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks.

Any person who transfers into the School's staff in accordance with Transfer of Undertakings (Protection of Employment) Regulations 2006, as amended "TUPE", will be required to undertake the statutory requirements with regard to safer recruitment checks.

3 POLICY

- I. This policy is governed by the School's principle of non-discrimination and is designed to achieve the best match between an individual's knowledge, skills, experience and character against the requirements of the vacant position whilst recognising the need for flexibility to respond to changing conditions.
- II. It aims to promote fairness and consistency in the treatment of all existing and potential members of staff and assist the School to be successful through the people it employs.
- III. This policy ensures compliance with all relevant legislation, recommendations and guidance including the statutory guidance as set out by:
 - The Department for Education (DfE)
 - Keeping Children Safe in Education (KCSIE)
 - The National Minimum Schools standards (NMS)
 - Independent Schools Inspectorate (ISI)
 - Disclosure and Barring Service (DBS) Code of Practice
 - Early Years Foundation Stage

- IV. The recruitment policy is linked to the School's Safeguarding policy and should therefore be read in conjunction with this policy which can be found on the School 'P' Drive.
- V. All recruitment processes within the School are detailed and held by the Human Resources Department.
- VI. All staff working for, or on behalf of, the School have a duty to act in accordance with this policy ensuring compliance with both the above standards and non-discrimination against existing or potential members of staff.
- VII. The Safeguarding policy can be found on the School's website. In addition, this policy complies with any guidelines or code of practice published by the Disclosure and Barring Service (DBS).
- VIII. The School will not unlawfully discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, trade union membership part-time or fixed-term status and any criminal cautions or convictions.
- IX. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

4 RECRUITMENT PROCEDURE

- I. Wellingborough School regularly reviews its recruitment procedure to ensure the safety of its pupils by preventing, as far as possible, unsuitable people from working at the School. The procedure is also compliant with all relevant legislation including the statutory guidance outline in IV above.
- II. The Headmaster, Deputy Head or Head of Department identifies staffing needs and evaluates and prepares a job description to ensure that the role fulfils the requirements of the School. This is accompanied by a person specification containing information specific to the individual role and department. The selection criteria for the role will be based on the requirements identified through the job description and the qualities and experience that the applicant(s) bring to the role in comparison with the person specification. It is these selection criteria that form the basis of fair selection.
- III. Once the job description has been completed and where necessary evaluated, a Recruitment Authorisation Form is submitted via the HR Department for authorisation by the Headmaster and/or Bursar, depending on the nature of the appointment and whether it is a new or existing position. (Appendix 1)
- IV. After authorisation, vacancies will usually be advertised, internally and / or externally, using the best methods, as deemed appropriate, to attract and recruit the best applicants available for the position at the time. The School may where it deems appropriate and the needs of the business dictate, identify and engage staff without advertising a role.
- V. A job description and person specification for the role is available on the School website for applicants to download, together with an application form, the School's Safeguarding policy statement, and equal Opportunities Monitoring Form. On request all forms can be printed and sent to applicants via the postal service.
- VI. Where there is a change to the terms and conditions of employees existing contracts, the amendment to terms & conditions of employment form should be completed and sent to the HR Department for processing. (Appendix 2)

5 APPLICATION FORM

- I. All applicants for employment will be required to complete an application form containing questions about their right to work in the UK, employment history and their suitability for the role. A Curriculum Vitae will not be accepted on its own, it must be accompanied by a completed application form relevant for the role. Application forms must be completed properly. The School will only accept applications from candidates completing the relevant

Application Form in full. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed.

- II. As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head/HR Manager. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Head/HR Manager for advice.
- III. Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.
- IV. A shortlist of applicants is prepared against the selection criteria and interviews arranged.

6 INVITATION TO INTERVIEW

- I. The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.
- II. All formal interviews will have an appropriate interview panel chaired by a designated member of staff. Interviews will be conducted in a fair and consistent manner with a written record of the interview kept, documenting reason for any gaps in the employment history and periods of employment outside of the United Kingdom to comply with standards, along with an assessment by the interviewer(s).
- III. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Bursar's/Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.
- IV. The interview will be conducted in person and the areas which it will explore will include suitability to work with children.
- V. Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

7 PRE-EMPLOYMENT CHECKS

- I. Pre-employment checks can occur at different stages in the recruitment process, often due to logistical considerations.
- II. All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.
- III. Many of these checks are also required for the School's volunteers and people working on behalf of the School such as the self-employed, contractors and agency staff who have frequent or intensive contact with children and young person. These include the following:

IV. Verification of Identity, Address, the Right to Work in the UK

Where an applicant has changed their name by deed poll or any other means then he/she will be required to provide documentary evidence of the change. The School also asks for date of birth of all applicants (and proof of this) so that the School can verify the identity of the applicant and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

V. Qualifications:

Verification of qualifications and any professional status cited in the application or relevant to the position applied for. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.) Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

VI. Prohibition Order Checks:

A check for a prohibition order issued by the Secretary of State will be carried out using the Employer Access Online service for an applicant to be employed as a teacher.

VII. References:

- i. All offers of employment will be subject to acceptable references, as agreed and signed off by either the Bursar or the HR Manager. This will normally be a minimum of two.
- ii. If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues.
- iii. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children.
- iv. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.
- v. Neither referee should be a relative or someone known to the applicant solely as a friend.
- vi. All referees will be asked whether they have any reason to believe that the applicant is unsuitable for the job for which they have applied. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is the current or past employer, they will also be asked to confirm the following:
- vii. The applicant's date of employment, salary, job title/duties, reason for leaving, performance and disciplinary record;
- viii. Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found false, unsubstantiated, or malicious; and
- ix. Whether any allegations or concerns, have been raised (whether formally or informally) about the applicant relating to the safety and welfare of children or young people or behaviour towards children or young people, except where allegations were found to be false, unsubstantiated, or malicious.

VIII. Medical Fitness:

- i. Verification of medical fitness – the School is legally required to verify the medical fitness of applicants after an offer of employment has been made, but before the appointment can be confirmed. All applicants will be required to complete a Health

Questionnaire. This will be reviewed by the HR Manager, in relation to the Job Descriptions and Person Specification for the role together with any of the physical or mental requirements of the role e.g., proposed timetable extracurricular activities, layout of the school, etc. Any areas of concern will be referred to the School medical team, for further comment or consultation.

- ii. If the School medical team have any doubt about an applicant's fitness then the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from the specialist or request that the applicant undertakes a full medical assessment.
- iii. In accordance with its obligations under the Equality Act 2010, no job offer will be withdrawn without first consulting with the applicant, obtaining medical advice and considering reasonable adjustments and suitable alternative employment.

IX. Criminal Records Checks and DBS Disclosures

- i. The School applies for an enhanced disclosure from the Disclosure and Barring Service and a check of the Children's Barred List (Enhanced check for the majority of roles with the school that are deemed "Regulated Activity"). In respect of all positions at the School which amount to "Regulated Activity" as defined in the Safeguarding of Vulnerable Groups Act 2006 (as amended), the purpose of carrying out the Enhanced Check for Regulated Activity is to identify whether any applicant is barred from working with children by inclusion on the Children's Barred List maintained by the DBS.
- ii. The DBS application process requires the applicant to provide:
- iii. A current driving licence including a photograph or a passport or a full birth certificate;
- iv. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- v. Where appropriate any documentation evidencing a change of name;
- vi. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.
- vii. Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.
- viii. The DBS Disclosure Certificate will be issued to the individual who will be required to present the original Disclosure Certificate to the School for verification. The School must be in receipt of the DBS disclosure which the School deems satisfactory.
- ix. Failure to present the original Disclosure Certificate to the Human Resources Department within 28 days of receipt, and prior to the start of commencement of employment date, may lead to the offer of employment being withdrawn by the School.
- x. The Disclosure Certificate will state if the individual is registered on the Children's Barred List. It will also contain details of convictions and cautions as detailed in The Police Act 1997 and amended for England and Wales under The Order 2013 to covering the filtering of information. Further details can be found in the School's recruitment of Ex-Offenders Policy.
- xi. DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.
- xii. Applicants with periods of residency and working overseas within the last 5 years are required to provide Certificates of Good Conduct or equivalent documentation from the relevant authorities alongside the Enhanced criminal records check undertaken by the School. The School recognises that the length of time to obtain a reasonable timeframe will be given from the Human Resources Department for each Certificate of Good Conduct and failure to provide the documentation within this timeframe may lead to a withdrawal of the offer of employment.

- xiii. Successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration. (please see a list of the relevant offences set out here: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>)
- xiv. The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the HR Manager at Wellingborough School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive
- xv. Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. (Please refer to the following government publication for guidance on applying for a waiver of disqualification: <https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers>)
- xvi. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the HR Manager for more details.
- xvii. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

8 CONTRACTORS AND AGENCY STAFF

- I. Contractors engaged by the School and agencies who supply staff to the School, must complete the same checks which the School completes for its own staff where the frequency or intensive nature of the work undertaken provides them with access to children and young persons. The School requires written confirmation that these checks have been completed before employees of the contractor or agency staff can commence work at the School.
- II. The School will independently verify the identity of staff supplied by agencies or contractors. This will not usually apply to delivery and emergency maintenance personnel who are supervised.

9 VOLUNTEERS

- I. The School welcomes those who wish to assist the day to day operations of the schools on a volunteer basis.
- II. There are three main categories of Volunteer:
 - a. Irregular contact activity (where individuals provide support in School activities and or School trips, on an ad hoc basis)
 - b. Regular contact activity (where individuals provide support in lessons, School activities and or School trips on 4 or more occasions over a 30 day period)
 - c. Self-organised, short term, work experience (where non PGCE related university course or part of School work experience scheme)
- III. The School will assess whether the individual will be in "regulated Activity" or "Non-Regulated Activity" and carry the required checks accordingly.
- IV. Volunteers assessed to be in an irregular contact activity will be supervised at all times by a regulated member of staff. Volunteers in regular contact activities can be unsupervised and have greater potential for access to pupils. Therefore, the school considers them to be in regulated activity as outlined in Section 10.

- V. Where a volunteer is considered to be in irregular contact the School will carry out a risk assessment prior to their commencing volunteering. The School will check suitable identification on the day they start and will ensure they are fully familiar with all relevant policies and procedures.
- VI. Where a volunteer is considered to be in a regular contact activity, the School requires the following checks are completed:
 - I. Completion of a volunteer registration form
 - II. Enhanced DBS Checks
 - III. Barred List check
 - IV. Informal interview
 - V. Two references which are considered satisfactory by the School
 - VI. There are no contrary indications, or concerns, from the School community
 - VII. Health Declaration if appropriate for the role

10 REGULATED ACTIVITY AND DBS CHECKS

- I. Any position undertaken at, or on behalf of, the school whether paid or unpaid will amount to "Regulated Activity" if it is carried out:
 - i. Frequently, meaning once a week or more; or
 - ii. Overnight, meaning between 0200 and 0600; or
 - iii. Satisfies the "period condition", meaning 4 times or more in a 30 days period; and
 - iv. Provides the opportunity for contact with children.
- II. This definition will cover nearly all posts at the School. It is for the school to decide whether a role amounts to "Regulated Activity" taking into account all the relevant circumstances.

11 APPOINTMENTS OF STAFF

- I. All offers of employment are subject to the satisfactory receipt and completion of all pre-employment checks as detailed in Section 7.
- II. All paperwork relating to identity, qualifications, DBS Disclosures, for unsuccessful applicants will be shredded and disposed of securely, immediately after the successful applicant has been formally confirmed. All other recruitment paperwork relating to unsuccessful applicants will be stored for a period of six months and then shredded and disposed of securely.
- III. The successful applicant will be issued with an offer letter, terms and conditions of employment, a 'new starter' pro-forma for HR/Payroll, a health questionnaire form and access to WS Policies: Health and Safety, Child Protection & Safeguarding Policy, Acceptable Use of Technology, Disciplinary and Grievance and Keeping Children Safe in Education booklet. Once the successful applicant is on School payroll details of the School auto enrolment or teachers' pension schemes.

12 DISMISSAL

- I. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must declare previous cautions and/or convictions that would be declared and not filtered on an Enhanced check for regulated activity as outline in the School's Recruitment of Ex-Offenders Policy. Failure to disclose a previous conviction or any related information may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.
- IV. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for anyone who is barred from working with children to attempt to apply for a position at the School. The School will report to the police and/or the Disclosure and Barring Service if:
 - i. It receives an application from a barred person;
 - ii. It is provided with false information in, or in support of, an applicant's application: or
 - iii. It has serious concerns about an applicant's suitability to work with children

All of the above is likely to lead to an application being rejected, or a summary dismissal.

13 RECRUITMENT ON EX-OFFENDERS AND ASSESSMENT OF DBS DISCLOSURES

The School holds a separate Recruitment of Ex-Offenders policy, which can be obtained on request from a Line Manager or the HR Department.

14 CONFIDENTIAL HANDLING OF DBS DISCLOSURE INFORMATION

Wellingborough School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information. It also complies with its obligations under the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling use and storage.

15 RETENTION OF RECORDS / DATA PROTECTION

If the applicant is appointed, the School will retain any relevant information provided on his / her application form, together with any attachments and evidence of pre-employment checks completed on his / her personnel file.

If the applicant is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

The School will store all confidential personnel files in locked storage containers, access to which is only permitted to the School HR Department Staff, and the Senior Leadership Team (SLT). The files are stored in a restricted access location within the Bursary Building.

Personnel files will be kept for seven years after a person has left the School's employment, with the exception of any historic safeguarding cases, in which they will be kept indefinitely. The School will ensure that any personal information is destroyed by suitably secure means, such as confidential shredding.

16 POLICY REVIEW

This policy is at the absolute discretion of the School and will be subject to review when required.

Created/Amended	August 2017	KJM
Approved		CJE
Next Review	April 2019	
Review Date	August 2018	LC
Approved		CJE
Next Review	August 2019	
Review Date	July 2019	LC
Approved	No updates	
Next Review	July 2021	

APPENDIX 1



RECRUITMENT AUTHORISATION FORM

POST TO BE ADVERTISED	
FULL/PART TIME	
REPLACEMENT OR NEW POST	
TEMPORARY/FIXED TERM/PERMANENT	
SALARY IF KNOWN	
LINE MANAGER / HEAD OF SCHOOL AUTHORISATION	
HEADMASTER AUTHORISATION	
BURSAR (BUDGET) AUTHORISATION	

PLEASE COMPLETE AND RETURN TO HR DEPARTMENT

***P DRIVE/WHOLE SCHOOL/HUMAN RESOURCES FORMS/RECRUITMENT/RECRUITMENT
AUTHORISATION FORM***

APPENDIX 2



ACADEMICS - AMENDMENT TO TERMS & CONDITIONS OF EMPLOYMENT FORM

(To be completed by Proposer)

CURRENT CONTRACT OF EMPLOYMENT

NAME OF EMPLOYEE	
JOB TITLE	
CURRENT NUMBER OF PERIODS	
RESPONSIBILITY POINT, IF APPLICABLE	
CURRENT SALARY (TEACHER'S SCALE POINT)	

(To be completed by Proposer)

PROPOSED AMENDMENT TO CONTRACT OF EMPLOYMENT DETAIL

DATE EFFECTIVE FROM	
JOB TITLE	
AMENDED NUMBER OF PERIODS	
REVISED SALARY (TEACHER'S SCALE POINT)	
RESPONSIBILITY POINT, IF APPLICABLE	
SALARY PAYMENT EFFECTIVE FROM (please indicate if backdated payment is required and from which date)	

PROPOSER / EMPLOYEE SIGNATURES

NAME:	POSITION:
DATE:	SIGNATURE:
NAME:	POSITION:
DATE:	SIGNATURE:

Forward to: HEADMASTER/HEADMISTRESS/BURSAR FOR APPROVAL AND SANCTION

SIGNATURE	DATE:
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Forward to: HR Department

CHECKED BY:	LETTER SENT TO EMPLOYEE (DATE):
SIGNATURE	PRINT NAME

Forward to: PAYROLL DEPARTMENT

PROCESSED BY:	
SIGNATURE:	
PAYROLL PROCESS DATE	PASS UPDATED



SUPPORT STAFF - AMENDMENT TO TERMS & CONDITIONS OF EMPLOYMENT FORM

(To be completed by Proposer)

CURRENT CONTRACT OF EMPLOYMENT

NAME OF EMPLOYEE	
JOB ROLE	
CURRENT CONTRACT OF EMPLOYMENT (PERM/FIXED TERM/52 WEEKS/TERM TIME)	
CURRENT SALARY	

(To be completed by Proposer)

PROPOSED AMENDMENT TO CONTRACT OF EMPLOYMENT DETAIL

DATE EFFECTIVE FROM			
JOB ROLE			
NEW CONTRACT OF EMPLOYMENT (PERM/FIXED TERM/52 WEEKS/TERM TIME)	P/T HOURS	F/T	
REVISED SALARY			
SALARY PAYMENT EFFECTIVE FROM (please indicate if backdated payment is required and from which date)			
ADDITIONAL DETAILS			

PROPOSER

NAME		
DATE	SIGNATURE	

Forward to:

HEADMASTER/HEADMISTRESS/BURSAR FOR APPROVAL AND SANCTION

SIGNATURE	
DATE	

Forward to:

HR Department

CHECKED BY	
SIGNATURE	PRINT NAME
DATE	

Forward to:

PAYROLL DEPARTMENT

PROCESSED BY:			
SIGNATURE:	PRINT NAME		
PAYROLL PROCESS DATE			
PASS UPDATED	HR APPROVED	DATE	INITIALS